

KEY SOFT SKILLS TO PRACTICE

Soft skill development helps individuals navigate the modern workplace. Soft skills improve the quality of everyday actions. Below are 8 key soft skills to practice.¹²

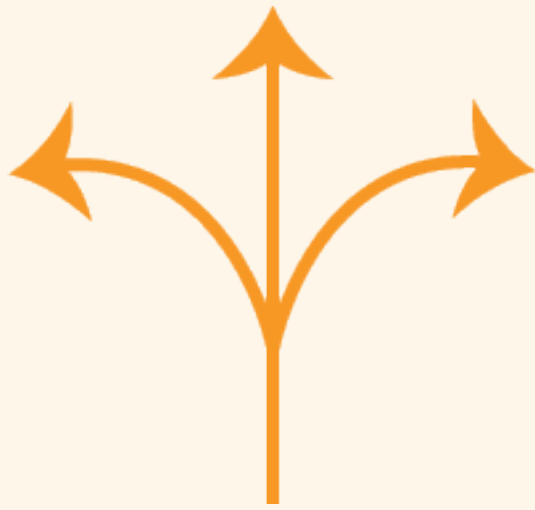
Responsibility⁸

Responsibility relates to having authority over something that is within your control. At the workplace, responsibility could entail being held accountable for completing any tasks assigned to you.



Flexibility¹¹

Flexibility requires adapting to a changing environment. This involves handling feedback and adjusting to different situations as they arise.



Self-Confidence¹⁰

Confidence plays a huge role in performance. A confident employee is productive and able to contribute their best work. Confidence also means taking on projects that may lead to unfamiliar territory.



Interviews⁷

While recruiters are interested in your qualifications, they are also evaluating how well you will fit into the company. Exercising soft skills during interviews shows your ability to work professionally with others and contribute to the team.



Problem-Solving¹¹

This soft skill involves coming up with solutions to problems that may arise. To be successful in this area it is important to think “outside of the box” when it comes to complex problems.



Negotiation¹¹

Negotiation involves asserting influence and persuading others. This typically means finding solutions that benefit both parties.



Presentation Skills¹¹

Presentation skills involve presenting ideas clearly and persuasively. This uses other soft skills like communication, self-confidence, and stress management.



Networking⁹

Networking is the act of building connections with people who share common interests. Broadening your network opens you up to business opportunities, whether that is recruiting or being hired onto a job.



1. <https://www.zippia.com/advice/soft-skills/>
 2. <https://www.themuse.com/advice/soft-skills-definition-examples>
 3. <https://www.investopedia.com/terms/s/soft-skills.asp>
 4. <https://www.forbes.com/sites/forbeshumanresourcescouncil/2021/01/20/soft-skills-are-essential-to-the-future-of-work/?sh=6f7e3a513416>
 5. <https://www.forbes.com/advisor/business/soft-skills-examples/>
 6. <https://www.rasmussen.edu/student-experience/college-life/what-is-digital-literacy/>
 7. <https://www.topresume.com/career-advice/tips-to-help-you-sell-your-soft-skills-during-an-interview>

8. <https://enhancv.com/resume-skills/responsibility/>
 9. <https://www.skillsyouneed.com/ips/networking-skills.html>
 10. <https://www.hrgrapevine.com/content/article/hasco-2021-08-25-why-soft-skills-are-more-important-than-ever-before-in-the-workplace#:~:text=Self%2Dconfidence&text=Confidence%20will%20allow%20employees%20to,have%20learn%20from%20the%20experience.>
 11. <https://joinhandshake.com/blog/students/soft-skills-examples/>
 12. <https://post.edu/blog/7-ways-to-sharpen-your-soft-skills/>